## The City of Torrance is recruiting for

# Human Resources Analyst

### City Manager's Office

**$62,949.48—$93,041.28** *annually*

Our Human Resources Division is proud to partner with the City Manager's Office to develop strategic business solutions and collaborate with our City Departments to attract, develop and retain an effective workforce that delivers high quality services to the Torrance community. As a progressive organization that strives towards innovation and best practices within the HR profession, the unit is seeking a career-oriented team player to complement its cadre of generalists. The Human Resources Analyst will serve as a business partner and technical expert by interpreting and applying HR regulations, policies, and practices in the areas of recruitment, selection, classification, compensation, and employee relations. Maintaining confidentiality with highly sensitive matters; developing collaborative and effective work relationships; analytical orientation; strong writing and oral communication skills; and ability to work autonomously while managing multiple projects are critical traits for a candidate that will thrive in our environment.

### EDUCATION AND EXPERIENCE

Any combination of a Bachelor's degree in Industrial/Organization Psychology, Public or Business Administration or related field and two years of experience in one or more of the following areas: recruitment and selection, employee relations, classification, training and personnel policy and procedure development.

### IDEAL CANDIDATE
#### *In addition to the Education and Experience outlined above*

- A sound foundation in interpreting and applying ordinances, rules and policies in a public personnel system
- Strong consultation and conflict resolution skills
- Excellent oral, writing and interpersonal skills
- Ability to establish and maintain effective working relationships with a variety of stakeholders
- Adaptability in a changing environment
- A strong work ethic coupled with a commitment to continuous learning
- Current IPMA-HR or SHRM Certification
- HRIS experience/intermediate computer skills
- Public sector HR experience
- Recruitment/Selection experience
- Classification/Compensation experience
- Employee Relations experience
- Familiarity with a Union work environment

### APPLICATION PROCESS

Interested candidates must submit an online application, resume and supplemental available at http://www.torranceca.gov/523.htm#. The application filing period begins **January 14, 2014 at 7:30 a.m.** and closes **January 27, 2014 at 5:30 p.m.** Only those candidates whose training and experience **best** meet our requirements will be invited to participate in the examination process. This will consist of the following:

Written Performance Exam—weighted 50%

Technical Interview—weighted 50%

*Please Note: Both portions are* tentatively *scheduled for February 27, 2014.*

*Applicants with disabilities who require special testing arrangements* **must** *contact Human Resources* **prior** *to the final filing date.*

### *What's In It For You?*

We enjoy great weather, a diverse community and are only a few miles from the beach. In addition to a great location, our employees enjoy the following *BENEFITS AND PERKS:*

- 9/80 work schedule
- Paid vacation and sick leave
- Excellent Health, Dental & Vision plans, and Life Insurance
- Tuition Reimbursement Program
- Thirteen paid holidays
- Interest-free computer loan program
- Flexible spending which provides tax-free options for medical, dental and child care expenses
- Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS). Employees hired after January 1, 2013, that are new to CalPERS, or are returning members with a break in service greater than six months, will be enrolled in the formula 2% at 62 retirement plan which is funded through contribution from both employer and employee. Employee contributes 7% on a pre-tax basis
- Deferred Compensation Plan
- Employees currently contribute 6.2% toward Social Security and 1.45% toward Medicare

For more information regarding our Employee Benefits, please visit http://www.torranceca.gov/523.htm#.

**If you have questions regarding this challenging yet rewarding opportunity, please email Kelli Lee, Human Resources Administrator, at KLee@TorranceCA.Gov.**

**14011317 SME**

# Mission Statement

The mission of the Human Resources Division is to partner with City Departments to attract, retain and develop an effective workforce dedicated to delivering high quality services to the Torrance community.

# The City

Located in Los Angeles County's South Bay, Torrance borders the Pacific Ocean and beach communities to the west and the Palos Verdes peninsula to the south. Ideally situated near the 405 (San Diego) freeway and 20 minutes from the Los Angeles International Airport, Torrance occupies 21 square miles, including a beach-front and the Madrona Marsh, a fresh-water habitat. Torrance is within a 45-minute drive of many major Southern California attractions.

Incorporated in 1921 and chartered in 1947, Torrance has a population of nearly 147,000 and is the 12th largest city in California. Torrance is a full-service city with an annual budget in excess of $200 million and a staff of over 1600 in 14 departments. The City has a council-manager form of government with an elected mayor and six council members.

The area enjoys a pleasant year-round climate with warm temperatures, gentle sea breezes and low humidity. The City boasts 46 parks and recreation amenities and six public libraries. The 502-seat James Armstrong Theatre in the Torrance Cultural Arts Center is an excellent venue for professional and local productions.

The community's population is culturally rich with an estimate of more than 80 languages spoken in local schools. Contributing to this diversity are such world-class international companies as Toyota Motor Sales U.S.A., American Honda Motor Company, Hi-Shear Corporation, Robinson Helicopter, Honeywell, Panasonic, and Virco Manufacturing, each of which call Torrance Home. Four major shopping centers are located in Torrance, including Del Amo Fashion Center, one of the largest shopping centers in the world.

Human Resources Division
of the City Manager's Office
3231 Torrance Boulevard
Torrance California 90503
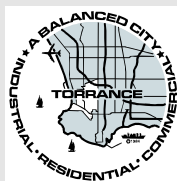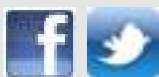
Jobline: (310) 618-2969
Office: (310) 618-2915
Fax: (310) 618-2995
E-mail: jobinfo@TorranceCA.Gov
Websites: www.TorranceCA.Gov
http://www.torranceca.gov/523.htm#

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**CITY OF TORRANCE**
**HUMAN RESOURCES ANALYST**
**(Job Code 14011317)**
**SUPPLEMENTAL APPLICATION**

1. Do you possess a degree in industrial/organizational psychology, public or business administration, political science, or a related field?

   A. No _____

   B. Yes

   If yes, please indicate degree and the field: (i.e., Bachelor's degree in Psychology)


2. Please indicate your years of full-time experience in one or more Human Resources areas (recruitment and selection, classification and compensation, employee relations, benefits, training, or personnel policy, or procedure development).

   A. 0 to 1 year _____

   B. 1 to 2 years_____

   C. 2 to 5 years_____

   D. 5 to 10 years _____


**Please evaluate honestly and objectively your experience in and exposure to the following areas:**

**Key:  E = Extensive     M = Moderate     L = Limited     N = No experience**

| | |
|---|---|
| Knowledge of Human Resources regulations, policies, and practices | [   ] |
| Working knowledge of the Merit Based Personnel Systems | [   ] |
| Recruitment and Selection | [   ] |
| Classification and Compensation | [   ] |
| Employee Relations | [   ] |
| Human Resources Information Systems (HRIS) | [   ] |

**CITY OF TORRANCE**
**HUMAN RESOURCES ANALYST**
**(Job Code 14011317)**
**SUPPLEMENTAL APPLICATION**

1.  Describe your experience in researching and analyzing human resources Federal, State and local laws, regulations, ordinances, procedures and memoranda of understanding.  Please include experience interpreting merit system rules.

2.  Describe a situation in which you were required to handle a challenging employee relations issue (e.g. discipline, grievance, complaint or appeal).  In your response, please indicate your role (e.g. Advocate, Investigator, Consultant), your recommendation and the resolution of the matter.

3.  Describe your most complex project in conducting job analysis for a selection process or classification study.  Explain your role in the project and the outcome(s).

4.  How would you approach HR issues with public safety differently from other departments (business units)?